



650 IMPERIAL WAY, SUITE 100 NAPA, CALIFORNIA 94559  
PHONE (707) 259-8679 FAX (707) 259-8681

## Napa County WIB Member Training Plan

Name of Learner \_\_\_\_\_

Time Frame \_\_\_\_\_

### General Comments

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### Overall Training Goals

An understanding of:

1. The systemic nature of local employment and training programs with an understanding of the Board's relationship to this "system".
2. The vision and mission of the Board.
3. The legal authority that supports the Board and any political relationships and constraints that affect its operations.
4. Detailed information about how the Board does its work: membership, committee structure, staff duties, and budget.
5. Detailed description of the role of the individual member and his/her responsibilities.
6. An overview of economic trends which will affect the employment and training needs of employers and job seekers in the Board's local labor market area.
7. An overview of public and private resources available to provide education, job training and placement services. What programs are currently operating? What are their funding levels, client loads, operational strategies, and performance results?
8. Detailed information about the Board's most current annual plan, goals, and priorities and that of the One Stop and Youth Programs.
9. Detailed information about any particular problems or challenges immediately facing the Board.



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## Learning Objectives

Be able to:

1. Describe the WIA legislation context and the role of the Workforce Investment Board in that context.
2. Recite and explain the board vision and mission and understand its implications.
3. Explain the relationship of the WIB to the Board of Supervisors and to the One Stop System.
4. Refer to and understand the Board structure and governance policies.
5. Commit to the roles and responsibilities described in the WIB member job description.
6. Locate the necessary documents that describe the local labor market in respect to key industry sectors, demand occupations and demographic information regarding the labor pool.
7. Understand the scope and depth of the current service delivery system for employment and training programs, including education, government and community based organizations and the board's current relationship with those providers.
8. Explain the current initiatives of the Workforce Board and the One Stop delivery system, the budgets and expected outcomes and/or deliverables.
9. Describe any constraints, political, financial, cultural, or legal that are currently existing in the context of those initiatives.



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### **Learning Activities/Strategies/Methods**

1. One-on-one session with the Executive Director.
2. Study sessions and planning sessions with the full WIB.
3. Attendance at workforce development workshops and conferences.
4. Attendance at Board and Committee meetings.
5. Trainings provided by the County on such topics as Ethics and Conflict of Interest.
6. Newsletters, websites and written materials provided by staff and various associations such as the National Association of Workforce Boards, and the California Workforce Association.



# Training Modules

## Module 1 – Who We Are

### EVENT

### PROCEDURE-ACTIVITY

Orientation Meeting with ED	
Learning Objectives	
<p>A. The systemic nature of local employment and training programs with an understanding of the Board’s relationship to this “system”,</p> <p>B. The vision and mission of the Board.</p> <p>C. The legal authority that supports the Board and any political relationships and constraints affect its operations.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> <li>• Summary sheet on WIA</li> <li>• Board – LEO Agreement</li> <li>• Strategic plan</li> </ul>



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## Module 2 – What We Do

EVENT	PROCEDURE-ACTIVITY
1) Orientation Meeting with ED	
2) Tour of One Stop	
3) WIB Meetings	
Learning Objectives	
<p>A. An overview of public and private resources available to provide education, job training and placement services. What programs are currently operating? What are their funding levels, client loads, operational strategies, and performance results?</p> <p>B. Detailed information about the Board’s most current annual plan, goals, and priorities and that of the One Stop and Youth Programs.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> <li>• Five Year Plan Executive Summary</li> <li>• One year Operational Update</li> <li>• Budget</li> <li>• WIB – One Stop Agreement</li> </ul> <p>Presentation at each WIB meeting about one community resource/organization</p> <p>Field Trip to One Stop operation</p>



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### Module 3- How We Do It

#### EVENT

#### PROCEDURE-ACTIVITY

1) Orientation Meeting with ED	
2) Strategic Planning Session	
Learning Objectives	
<p>A. Detailed information about how the Board does its work: membership, committee structure, staff duties, and budget.</p> <p>B. Detailed description of the role of the individual member and his/her responsibilities.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> <li>• By-laws</li> <li>• WIB Budget</li> <li>• Board Job Description</li> <li>• Policies (on-line)</li> </ul>



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## Module 4- Why We Do It

### EVENT

### PROCEDURE-ACTIVITY

1) Orientation Meeting with ED	
2) Strategic Planning Session	
Learning Objectives	
<p>A. An overview of economic trends which will affect the employment and training needs of employers and job seekers in the Board's local labor market area.</p> <p>B. Detailed information about any particular problems or challenges immediately facing the Board</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> <li>• Labor Market studies and presentations</li> <li>• Information about other WIB Best Practices</li> <li>• Current Initiative information</li> </ul>